



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 2/15/2013	Interviewer: Sue Guenter-Schlesinger	RFA #13 – 10
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Student, about to graduate		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Faculty member		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Time Line		
Date	Item	Comments
2/15/2013	SGS meets with [REDACTED]	
2/21/2013	SGS meets with [REDACTED]	
2/27/2013	SGS meet w/ [REDACTED]	
3/21/2013	Sue meet w/ [REDACTED]	
4/16/13	Sue meet with [REDACTED]	See Summary Memo to File

Resolution:

- | | |
|--|--|
| <input type="checkbox"/> Resolved to Individual's Satisfaction [R] | <input type="checkbox"/> Unresolved [U] |
| <input type="checkbox"/> Transitioned to Complaint [F] | <input type="checkbox"/> Referred to another University Office [REF] |

Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.